

JCEA school-based phone tree

School: _____

Sheet # _____ out of _____
 (Note: holds up to 36 names/sheet)

Phone tree directions:

1. Fill in AR information.
2. Identity phone contacts.
3. Have teachers fill in blanks.
4. Identify school name at top.
5. If more than one sheet, number them at top.
6. Provide copy to all contacts
7. Send copy to JCEA!

AR name

Home phone

School VM

E-mail

Calling instructions:

- AR writes down short message from AD.
- AR calls Contacts. (If no answer, keep trying. If can't reach, call— or cause to be called—the Contact's assigned members.) Ask Contacts to write down same message and repeat it back to you.
- Contacts call assigned members (If no answer, keep trying!) Ask AR to write down same message and repeat it back to you.
- Members with * should call AR and read back message to insure accuracy.

Contact name	_____
Home phone	_____
School VM	_____
E-mail	_____

*

Contact name	_____
Home phone	_____
School VM	_____
E-mail	_____

*

Contact name	_____
Home phone	_____
School VM	_____
E-mail	_____

*

Contact name	_____
Home phone	_____
School VM	_____
E-mail	_____

*

Contact name	_____
Home phone	_____
School VM	_____
E-mail	_____

*

Print name / Home phone / School VM / E-mail

Print name / Home phone / School VM / E-mail

Print name / Home phone / School VM / E-mail

Print name / Home phone / School VM / E-mail

Print name / Home phone / School VM / E-mail
